

RECOMMENDATIONS FOR A SUCCESSFUL COMPUTER PRESENTATION

1. General recommendations:

- ✓ Presentation files must be in MICROSOFT POWERPOINT PC format.
- ✓ If your PowerPoint presentation has videos:
 - ✓ They should preferably be in WMV format or if not, in AVI or MPEG.
 - ✓ Use a standard codec.
 - ✓ Video files which accompany your presentation should be in the same folder.
 - ✓ We recommend selecting automatic run for videos inserted in PowerPoint files.
- ✓ If your PowerPoint presentation contains files in other formats:
 - ✓ Formats accepted are PDF (Acrobat Reader), DOC (Word),
 - ✓ These files must accompany your presentation and be in the same folder.
 - ✓ For readability and operational considerations, we advise against using Word files.

2. Recommendations for presentations made on a Mac:

- ✓ If your PowerPoint presentation has images, these must be saved in a format recognized by a PC (notably JPEG, BMP, GIF). Do not use the PIC format (Quicktime).
- ✓ If your PowerPoint presentation contains videos, these should be saved in a format recognized by a PC (notably WMV or AVI, MPEG). Do not use the MOV format (Quicktime).
- ✓ Save your presentation under the POWERPOINT PC format.

4. Test the readability of your slide show:

- ✓ Run your presentation on your computer (17" screen),
- ✓ Stand 3 meters away.
- ✓ You should be able to read the presentation clearly.

5. Support for your presentation:

- ✓ CD-Rom
- ✓ USB Key
- ✓ We recommend that you save your presentation and its related documents on two different supports. This may be 1 CD-Rom + 1 USB Key, 2 USB Keys or 2 CD-Roms.

6. Test your presentation:

- ✓ Copy your presentation and its related files, notably video files, using the support chosen (CD-Rom and/or USB Key) to a folder named for the conference.
- ✓ **VERY IMPORTANT:** test the presentation saved on your supports on a different computer. Mac users should view the presentation on a PC.